ZONE CHANGE APPLICATION

APPLICANT

Name _____

Mailing Address _____

_____

_____

Contact Person _____

Phone _____   Fax_____

Email_____

PROPERTY INFORMATION

Assessor's Parcel # _____

Subdivision _____

Unit # _____   Lot # _____

Address/Location _____

_____

_____

Existing Zoning _____

Existing Land Use _____

Parcel Size_____

ZONE CHANGE REQUEST

Proposed Zoning_____

Please provide a brief description of the request.

_____

_____

_____

_____

_____

SUBMITTAL CHECKLIST

☐ Pre-application meeting with a staff planner of the Community Development Department.

☐ A citizen participation plan. *(See reverse)*

☐ A non-refundable filing fee. *(See reverse)*

☐ A *typewritten* narrative describing the request and conformance to the findings for a zone change. *(See reverse)*

☐ A *typewritten* list of names and addresses of all property owners within 300 feet of subject property.

☐ Thirty copies of the proposed site plan—*scaled and dimensioned*—detailing property boundaries; existing improvements and uses; and proposed improvements and uses.

All materials must be folded to fit in a legal-size file (8"x13") and labeled so that the applicant's name and project location are visible.

CERTIFICATION & SIGNATURE

Submittal of this application constitutes consent of the applicant in granting the Department of Community Development access to the subject property during the course of project review. No further consent or notice shall be required.

I hereby certify that the information in this application is correct and agree to abide by the regulations of this jurisdiction.

Signature of Applicant

_____   Date _____

Signature of Property Owner (if not the applicant)

_____   Date _____

OFFICE USE ONLY

Received By _____   Date_____

Receipt #_____   Fee _____

Case # _____

Related Cases _____

COMMISSION ACTION

❑ Approved with Conditions *(see attachments)*   ❑ Denied

Resolution # _____   Date _____

BOARD ACTION

❑ Approved with Conditions *(see attachments)*   ❑ Denied

Ordinance # _____   Date _____

CD-ZON3 04/01/04

Guidelines for Requesting a Zone Change

CITIZEN PARTICIPATION PLANS

In order to address concerns prior to a formal public hearing, the citizen participation plan requires you to contact your neighbors and other affected property owners in the vicinity. Section 20.2 of the Coconino County Zoning Ordinance outlines the requirements for holding a community meeting and providing neighbors an opportunity to understand and provide comments about the project directly to you. A staff planner with the Department of Community Development will discuss the citizen participation planning requirements as part of the required pre-application meeting.

APPLICATION FEES

A fee must be submitted with an application for a zone change according to the following schedule:

- ❑ From any zone to G, AR, RR, or RS ....$400, plus $10 per acre over 5 acres

- ❑ To RM, CN, CG, CH, MP, M-1 or M-2...............................$400, plus $20 per acre over 5 acres

- ❑ To MHP, PRD, PC, PS, OS, RC, P, MR, or RMH ....$500, plus $20 per acre over 5 acres

FINDINGS

Pursuant to Section 20.4 of the Coconino County Zoning Ordinance, the Planning & Zoning Commission must make the following findings if they are to approve a zone change request.

Applicants for a zone change must provide an explanation of how their request meets the following criteria.

1. That the change is consistent with the goals, objectives, and policies of the County Comprehensive Plan and the Zoning Ordinance.

2. That the change is in the interest of, or will further the public health, safety, comfort, convenience, and welfare.

3. That the change will not adversely affect the established character of the surrounding neighborhood nor be detrimental to adjacent properties.

PUBLIC HEARING SCHEDULE

The Planning and Zoning Commission meets on the last Tuesday of every month. The deadline for filing is the Monday five weeks prior to the meeting date. Upon action by the Commission, the request is automatically forwarded to the Board of Supervisors for their final action which will occur approximately seven weeks after the Commission action. Applicants will be notified by mail of meeting dates, times, and places. An incomplete application may delay the scheduling of a hearing of a zone change request.